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# **MONTHLY TECHNICAL PROGRESS REPORT**

**for the period**

**July 1 – July 31, 2010**

**Submitted  
to**

**U.S. Environmental Protection Agency  
75 Hawthorne Street  
San Francisco, CA 94105  
Attn: Elaine Chan,  
Task Order Assignment Manager**

**Under Contract EP-R9-06-03**

**Submitted  
by**



**GRB Environmental Services, Inc.**  
Consulting Environmental Engineers and Scientists

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**EPA Contract No. EP-R9-06-03**  
**Superfund Records Center Management Services, Region 9**

**Monthly Report**  
**July 2010**

**TOAM:** Elaine Chan  
**PM:** Anne Bonham

**I. TASK ACCOMPLISHMENTS**

**Task 1: Project Management**

**1.1 Manage the Contract**

The monthly report was submitted to the TOAM on July 7.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on July 14.

The Records Center Performance Measurements Reports were submitted to the TOAM on July 12.

A report on the status of ECMS (task 9) was submitted to the TOAM on July 27.

A report on the status of ECMS Extender was submitted to the TOAM and Record Liaison Officer Richard Martin on July 2, 6, 13, 29.

The annual property inventory was conducted and the list of EPA property in the Records Center was submitted to the TOAM on July 14.

The quarterly comprehensive statistical report for April 1 through June 30 was submitted to the TOAM on July 12.

The PM met with the TOAM on July 15 to review the monthly reports and to verify the status of the contract.

A RMS V updated *Records Center Security Procedures* on July 16 and submitted it to the TOAM.

A RMS V updated *The Work Request Manual* on July 16 and submitted it to the TOAM.

**Future Activities**

Staff will deliver monthly technical and financial reports to the TOAM by the 10<sup>th</sup> of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

## **1.2 Closeout of the Contract**

No activity occurred in this reporting period.

### **Future Activities**

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

## **Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding**

### **2.1 Organizing and Indexing**

Staff indexed 2,649 documents and edited 2,969 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

The site assessment Librarian IV received 13 lft. of new documents, of which 7.2 lft. were federal facilities documents, and processed 4 new sites.

Circulation Department staff shelf-read approximately 165 lft. of site files during the month. Staff shifted approximately 9.3 lft. of documents to make room on the shelves for new documents.

The site assessment Librarian IV performed quality assurance on 1 site file.

On July 1 staff met with the TOAM and Record Liaison Officer Richard Martin to discuss the current status of ECMS Extender. Testing ECMS Extender, training of, and communication with EPA staff were discussed so that the project could move forward.

### **Future Activities**

Staff will continue to organize and index Superfund files into the SDMS-C database.

### **2.2 Document Pick-up, Processing, File Management, and Storage**

130.8 lft. of documents were picked up from EPA regional offices. 17 Transfer of Records forms were processed.

8.7 lft. of documents were retrieved from the FRC.

Staff performed quality assurance on .4 lft. of material returned from circulation or from microfilm/copy services.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings Report, updated July 12.

FRC Storage Report, updated July 12.

On-Site Storage Report, updated July 12.

Contracts On-Site Storage Report, [month day1, day2, day3, day4].

Staff checked 2.2 lft. of unindexed Montrose Chemical Corp., Valley Wood Preserving, Inc., and Waste Disposal Inc. documents for possible duplication with documents already in the site file.

### **Future Activities**

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

## **2.3 Scanning**

Scanning Department staff prepared, scanned, and quality assured 2,458 documents (78,998 pages) during July and forwarded them for retirement to the FRC.

### **Future Activities**

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

## **2.4 SCAP Support and WasteLAN Data Entry**

Staff received, indexed, and logged 2 SCAP accomplishment documents during July.

### **Future Activities**

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

## **2.5 Financial Documentation/Cost Recovery Packaging**

Nine Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

OU	SSID#	Site Name
00	09AG	DEL MONTE CORP. (OAHU PLANTATION)
00	09QJ	FORT ORD
00	0988	INTEL CORP (SANTA CLARA 3)
01	09M6	MEW STUDY AREA
01	09BE	MOTOROLA, INC. (52ND STREET PLANT)
02	09BE	MOTOROLA, INC. (52ND STREET PLANT)
04	09BE	MOTOROLA, INC. (52ND STREET PLANT)
03	09N2	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
04	09RA	SAN FERNANDO VALLEY (AREA 2, LIBRASCOPE)

Staff retrieved 7 cost packages/financial documents for EPA staff during July.

The Cost Package Documentation Index was updated on July 7, 16, 23, 29.

### **Future Activities**

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

## 2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 13.2 lft. of documents.

### Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

### Sites worked on under Task 2 for the month of July, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 2 major efforts generally consist of large-volume indexing & scanning efforts. Sometimes these efforts are the necessary preliminary steps to producing Administrative Records. However, major indexing efforts on a single site can also represent an effort to reduce the backlog for that site.

SSID	OU	SITE NAME
0900	N/A	4060-4062 HOLLIS ST (BROWNFIELDS)
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
09PA	00	ABBOTT/TURKEY RUN MINE SITE
0982	01	ADVANCED MICRO DEVICES, INC.
09H1	01	ADVANCED MICRO DEVICES, INC.
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	05	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	06	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	07	AEROJET GENERAL CORP (RANCHO CORDOVA)
094Y	00	ALARK HARD CHROME
0900	N/A	AMBASSADOR LAUNDRY (BROWNFIELDS)
09DJ	00	AMCO CHEMICAL
09DJ	01	AMCO CHEMICAL
0900	N/A	AMERICAN SAMOA TSUNAMI (FEMA-DR-1859)
0900	N/A	AMERICAN SAMOA TSUNAMI (FEMA-DR-1859)
0900	00	ANACONDA COPPER CO (TUCSON)
09GU	00	ANACONDA COPPER CO (YERINGTON)
<b>09GU</b>	<b>01</b>	<b>ANACONDA COPPER CO (YERINGTON)</b>
09GU	02	ANACONDA COPPER CO (YERINGTON)
09GU	03	ANACONDA COPPER CO (YERINGTON)
09GU	04	ANACONDA COPPER CO (YERINGTON)
09GU	08	ANACONDA COPPER CO (YERINGTON)
09C6	00	APACHE POWDER CO
09C6	01	APACHE POWDER CO
0983	01	APPLIED MATERIALS
09JS	00	ASARCO INC HAYDEN PLT
09JS	01	ASARCO INC HAYDEN PLT
09KU	01	ATLAS ASBESTOS MINE
0934	01	ATLAS ASBESTOS MINE
09JW	00	B.F. GOODRICH
09JW	01	B.F. GOODRICH
0900	N/A	BAKERSFIELD REFINERY
09X5	00	BISBEE-DOUGLAS INTL ARPT
0961	00	BKK SANITARY LDFL
09H2	00	BROWN & BRYANT INC. (ARVIN PLANT)

SSID	OU	SITE NAME
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
09L8	01	BURR BROWN
0900	N/A	CARGILL INC
09R6	00	CARSON RIVER MERCURY SITE
09R6	02	CARSON RIVER MERCURY SITE
09GY	00	CASMALIA PHASE II
09GY	01	CASMALIA PHASE II
<b>093H</b>	<b>01</b>	<b>CASMALIA RESOURCES</b>
0900	00	CENTRAL VLY FERTILIZER CO INC 2
091Y	00	CENTURY PLATING CO INC
0900	N/A	CITY OF EMERYVILLE (BRN)
09RS	00	CNMI DEQ ABANDONED PESTICIDES
0945	00	COAST WOOD PRESERVING
091N	01	COOPER DRUM
091N	02	COOPER DRUM
09HZ	00	COPPER BLUFF MINE (BOLIVAR MINE) HOOPA
09RM	00	COVE NAVAJO RADIOACTIVE STRUCTURE SITE
09H5	01	CTS PRINTEX, INC.
09JT	00	CYPRUS TOHONO MINE
09JT	01	CYPRUS TOHONO MINE
0900	00	D & M STEEL
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
0936	03	DEL AMO FACILITY
09AG	00	DEL MONTE CORP. (OAHU PLANTATION)
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
09AG	02	DEL MONTE CORP. (OAHU PLANTATION)
0933	00	DEL NORTE PESTICIDE STORAGE
0933	01	DEL NORTE PESTICIDE STORAGE
<b>09HB</b>	<b>00</b>	<b>DENOVA ENVIRONMENTAL INC.*</b>
095F	00	DODSON BROTHERS OIL COMPANY
0900	00	DOW CHEMICAL CO PITTSBURG PLT
09P8	00	EDWARDS AIR FORCE BASE
09MG	00	EL DORADO HILLS NATURALLY OCCURRING ASBESTOS
0900	N/A	EUREKA OLD CARSON MILL FOUNDRY AREA (BROWNFIELDS)
0962	01	FAIRCHILD SEMICONDUCTOR CORP (S SAN JOSE)
09SN	00	FELTON KING
0900	N/A	FERNLEY FLOOD HOUSEHOLD HAZARDOUS WASTE
09QJ	00	FORT ORD
09H7	00	FRESNO MUNICIPAL SANITARY LANDFILL
094R	00	FRONTIER FERTILIZER
<b>094R</b>	<b>01</b>	<b>FRONTIER FERTILIZER*</b>
0900	00	GENERAL CONTROL CO
0900	N/A	GREENWAY AT 59TH STREET (BRN)
Z900	N/A	GREKA 6802 PALMER ROAD
Z900	N/A	GREKA OIL & GAS INC BELL 3 RELEASE
Z900	N/A	GREKA SECURITY LEASE
Z900	N/A	GREKA UCAL 98 SPILL
Z900	N/A	GREKA UCAL ROAD SPILL SITE
09X6	00	HALACO ENGINEERING CO
09X6	01	HALACO ENGINEERING CO
0900	00	HANFORD FOUNDRY CO
09B8	01	HASSAYAMPA LANDFILL
09KD	00	HASSAYAMPA/LYNX CREEK ABANDONED MINES
091X	00	HAWAIIAN WESTERN STEEL LIMITED



SSID	OU	SITE NAME
09H9	01	HEWLETT PACKARD, 620-640 PAGE MILL ROAD
0985	01	HEWLETT PACKARD, 1501 PAGE MILL ROAD
09C8	00	HONEYWELL DEER VALLEY COMPUTER PARK
0900	N/A	HORTON LANDING PARK (BRN)
0940	01	IBM CORP
0900	00	ICORE INTERNATIONAL
0920	00	INDIAN BEND WASH NORTH
0920	01	INDIAN BEND WASH NORTH
0920	08	INDIAN BEND WASH NORTH
09G6	00	INDIAN BEND WASH SOUTH
09G6	03	INDIAN BEND WASH SOUTH
09G6	07	INDIAN BEND WASH SOUTH
09G9	01	INDUSTRIAL WASTE PROCESSING
0900	00	INNERCONN TECHNOLOGIES
0988	00	INTEL CORP (SANTA CLARA 3)
0988	01	INTEL CORP (SANTA CLARA 3)
09J2	01	INTERSIL INC./SIEMENS COMPONENTS
09MX	01	IRON KING MINE - HUMBOLDT SMELTER
0917	01	IRON MOUNTAIN MINE
0917	04	IRON MOUNTAIN MINE
0917	05	IRON MOUNTAIN MINE
0917	06	IRON MOUNTAIN MINE
0974	01	J.H. BAXTER & CO
0900	00	JALK FEE
092U	00	JET PROPULSION LABORATORY
092U	01	JET PROPULSION LABORATORY
0900	00	KERR-MCGEE CHEM CORP
0900	00	KERR-MCGEE TRONA ARGUS FACIL
0900	00	KERR-MCGEE WESTEND FACIL
09FM	00	KLAU/BUENA VISTA MINE
09FM	01	KLAU/BUENA VISTA MINE
09FM	02	KLAU/BUENA VISTA MINE
0900	N/A	LA JOLLA INDIAN RESERVATION HOUSEHOLD HAZARDOUS WASTE
093Y	00	LAVA CAP MINE
093Y	01	LAVA CAP MINE
093Y	03	LAVA CAP MINE
097J	01	LEHR/OLD CAMPUS LANDFILL
097J	02	LEHR/OLD CAMPUS LANDFILL
091A	00	LEVIATHAN MINE
091A	01	LEVIATHAN MINE
09PU	00	LEVIATHAN MINE
09PU	01	LEVIATHAN MINE
09PV	01	LEVIATHAN MINE
096D	00	LIVERMORE SEWAGE PONDS
097H	00	LOCKHEED PROPULSION CO
0989	01	LORENTZ BARREL & DRUM CO
0989	02	LORENTZ BARREL & DRUM CO
0976	01	LOUISIANA-PACIFIC CORP
<b>0900</b>	<b>N/A</b>	<b>LUST INDIAN COUNTRY PROJECT</b>
0900	00	MAKUA MILITARY RESERVATION ORDN DISP
09N6	00	MARCH AIR FORCE BASE
09N6	01	MARCH AIR FORCE BASE
<b>098P</b>	<b>00</b>	<b>MARE ISLAND NAVAL SHIPYARD</b>
0941	01	MCCLELLAN AIR FORCE BASE
0904	01	MCCOLL

SSID	OU	SITE NAME
091E	01	MCCORMICK & BAXTER CREOSOTING CO
<b>09BZ</b>	<b>00</b>	<b>MC FARLAND STUDY AREA*</b>
09C5	00	MESA AREA GROUND WATER CONTAMINATION
09M6	01	MEW STUDY AREA
0946	00	MGM BRAKES
0987	01	MICRO STORAGE/INTEL MAGNETICS
09EW	00	MINEREC MINING & CHEMICAL
09FP	00	MISSION LINEN
09J4	01	MODESTO GROUND WATER CONTAMINATION
09J4	02	MODESTO GROUND WATER CONTAMINATION
09C7	01	MOFFETT NAVAL AIR STATION
0990	01	MONOLITHIC MEMORIES
0926	00	MONTROSE CHEMICAL CORP
<b>0926</b>	<b>01</b>	<b>MONTROSE CHEMICAL CORP</b>
0926	02	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
0926	04	MONTROSE CHEMICAL CORP
0926	06	MONTROSE CHEMICAL CORP
0926	07	MONTROSE CHEMICAL CORP
09CA	00	MONTROSE CHEMICAL CORP
09CA	05	MONTROSE CHEMICAL CORP
09CA	06	MONTROSE CHEMICAL CORP
09BE	00	MOTOROLA, INC. (52ND STREET PLANT)
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09BE	04	MOTOROLA, INC. (52ND STREET PLANT)
<b>09BE</b>	<b>13</b>	<b>MOTOROLA, INC. (52ND STREET PLANT)</b>
09BE	19	MOTOROLA, INC. (52ND STREET PLANT)
09BE	25	MOTOROLA, INC. (52ND STREET PLANT)
09JP	00	MTA VERMICULITE RAIL SPUR
0991	01	NATIONAL SEMICONDUCTOR CORP (SANTA CLARA)
09LU	00	NAVARRO PROPERTY
09QM	00	NE CHURCHROCK QUIVIRA MINES
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09J5	02	NEWMARK GROUNDWATER CONTAMINATION
09J5	03	NEWMARK GROUNDWATER CONTAMINATION
0900	00	NORTH LAS VEGAS FACILITY
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
097W	00	ONSTOTT DUSTERS INC. -YUBA CITY
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09A7	00	ORDOT LANDFILL
0900	00	ORPHAN MINE
09J6	01	PACIFIC COAST PIPELINES
099K	01	PEMACO MAYWOOD
0900	00	PG&E MARTIN SERV CTR
096G	00	PHELPS DODGE VERDE MINE
0919	00	PHOENIX-GOODYEAR AIRPORT AREA
0919	01	PHOENIX-GOODYEAR AIRPORT AREA
0919	06	PHOENIX-GOODYEAR AIRPORT AREA
096D	01	PHOENIX-GOODYEAR AIRPORT AREA
09R8	00	PHOENIX-GOODYEAR AIRPORT AREA

SSID	OU	SITE NAME
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA
09AW	00	PUNA GEOTHERMAL VENTURE
0921	00	PURITY OIL SALES INC.
0921	01	PURITY OIL SALES INC.
0921	02	PURITY OIL SALES INC.
09X3	01	RALPH GRAY TRUCKING
0998	00	RHONE-POULENC, INC./ZOECON CORP
09J7	00	RIVERBANK ARMY AMMUNITION DEPOT
0900	00	ROCKWELL INTL CORP SSFL II
0979	01	SACRAMENTO ARMY DEPOT
099C	00	SALTON SEA TEST BASE
<b>0959</b>	<b>00</b>	<b>SAN FERNANDO VALLEY (AREA 1 &amp; ALL AREAS)*</b>
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
<b>09N1</b>	<b>00</b>	<b>SAN FERNANDO VALLEY (AREA 1 &amp; ALL AREAS)</b>
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09SF	04	SAN FERNANDO VALLEY (AREA 2, EXCELLO PLATING)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	03	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09RA	04	SAN FERNANDO VALLEY (AREA 2, LIBRASCOPE)
094X	01	SAN GABRIEL VALLEY (AREAS 1-4)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
097B	01	SAN GABRIEL VALLEY (AREAS 1-4)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
098V	01	SAN GABRIEL VALLEY (AREAS 1-4)
098V	02	SAN GABRIEL VALLEY (AREAS 1-4)
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
098V	05	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	00	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M3	04	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	02	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
0900	00	SAUGUS INDUSTRIAL CENTER (FORMER KEYSOR CENTURY CORP)
09P9	03	SCHOFIELD BARRACKS
0944	00	SELMA TREATING CO
0944	01	SELMA TREATING CO
0944	02	SELMA TREATING CO
097X	00	SIERRA PACIFIC INDUSTRIES (HAYFORK)
0994	01	SIGNETICS, INC
09SY	00	SKYLINE AUM WASTE PILE SITE
0900	N/A	SO CA WILDFIRES 2007 (FEMA-1731-DR)
095U	00	SOBEX INC
09J8	01	SOLA OPTICAL USA, INC
09J9	01	SOLVENT SERVICE, INC.
0942	00	SOUTH BAY ASBESTOS
0942	01	SOUTH BAY ASBESTOS
0942	02	SOUTH BAY ASBESTOS
09K1	01	SPECTRA PHYSICS
09QL	00	SSFL: SANTA SUSANA FIELD LABORATORY
09HQ	00	STEELER INC.
0901	05	STRINGFELLOW
09K2	00	SULPHUR BANK MERCURY MINE

SSID	OU	SITE NAME
09K2	01	SULPHUR BANK MERCURY MINE
09K2	02	SULPHUR BANK MERCURY MINE
09K3	01	SYNERTEK, INC. (BUILDING 1)
09RC	00	TALLEY BROTHERS INCORPORATED
09M1	01	TARP
0900	00	TECHALLOY WESTERN INC
0995	01	TELEDYNE SEMICONDUCTOR
0900	N/A	TOHONO O'ODHAM NATION (BRN)
09FW	00	TROJAN PLATING SHOP
09K4	01	TRW MICROWAVE
09WC	00	TSMY CYLINDER SITE
09RF	00	TUBA CITY ABANDONED LDFL
09L9	00	TUCSON AFP 44
091C	00	TUCSON SOURCES
091C	01	TUCSON SOURCES
096Y	01	TUCSON WEST CAP
09R3	00	UNITED HECKATHORN CO
09R3	02	UNITED HECKATHORN CO
<b>09K5</b>	<b>01</b>	<b>VALLEY WOOD PRESERVING INC.</b>
0996	01	VAN WATERS & ROGERS, INC
099X	00	VERDESE CARTER PARK
0900	0.0	WAIKANE TRAINING AREA
<b>09C1</b>	<b>01</b>	<b>WASTE DISPOSAL, INC.*</b>
<b>09FY</b>	<b>01</b>	<b>WASTE DISPOSAL, INC.</b>
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)
0901	N/A	WENO PESTICIDE SITE
09GF	01	WEST PLUME B - TUCSON
0997	01	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)
09Q1	01	WILLIAMS AIR FORCE BASE
0900	00	WYLE LABS - NORCO FACILITY
09QC	00	YOSEMITE CREEK SEDIMENT

### **Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production**

#### **3.1 Reference, Search, and Circulation Service**

Staff processed 79 requests for documents, performed 1,189 database searches in SDMS-C, and provided 1,042 documents for EPA staff and other requesters.

Fourty-five indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on July 6 and July 7, respectively.

#### **Future Activities**

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

### **3.2 Freedom of Information Act (FOIA)**

Staff provided support for 13 FOIA requests totaling 28.5 billable hours.

#### **Future Activities**

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

### **3.3 Photocopy and Redaction Service**

Staff photocopied 1,743 non-FOIA-related pages for EPA staff and other requesters. In addition, staff printed 539 pages from SDMS-C.

At the request of EPA staff, 12 documents from the Omega Chemical Corp. and South Bay Asbestos Area site files were redacted.

#### **Future Activities**

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

### **3.4 CD-ROM Service**

Staff fulfilled 48 requests for documents on CD-ROMs. 157,089 pages were copied to CDs.

#### **Future Activities**

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

### **3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters**

No activity occurred in this reporting period.

#### **Future Activities**

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

### **Sites worked on under Task 3 for the month of July, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name**

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 3 major efforts generally consist of: large-volume CD-ROM publishing or copying efforts; conducting searches and compiling special collections for large reference requests; redacting documents for Administrative Records or other purposes.

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
099R	01	ABANDONED URANIUM MINES ON THE NAVAJO NATION
0900	N/A	AMBASSADOR LAUNDRY (BROWNFIELDS)
09DJ	00	AMCO CHEMICAL
09GU	01	ANACONDA COPPER CO (YERINGTON)
0900	N/A	APARTMENT BLDG (BROWNFIELDS)
09JW	00	B.F. GOODRICH
0961	00	BKK SANITARY LDFL
0900	00	BODIE MINE
09QV	00	BODIE STATE HISTORICAL PARK
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
0900	00	CHEMICAL WASTE MGMT INC KETTLEMAN HILLS
0900	00	CONTINENTAL HEAT TREATING
09H5	01	CTS PRINTEX, INC.
0936	01	DEL AMO FACILITY
09HB	01	DENOVA ENVIRONMENTAL INC.
094R	01	FRONTIER FERTILIZER
Z900	N/A	GREKA CAL-60
Z900	N/A	GREKA ENERGY-PALMER
Z900	N/A	GREKA OIL & GAS INC BELL 3 RELEASE
Z900	N/A	GREKA SECURITY LEASE
Z900	N/A	GREKA UCAL 98 SPILL
Z900	N/A	GREKA UCAL ROAD SPILL SITE
Z900	N/A	GREKA-GATO PONDS
Z900	N/A	GREKA-GATO PONDS PIPELINE
09X6	00	HALACO ENGINEERING CO
09B8	01	HASSAYAMPA LANDFILL
0917	01	IRON MOUNTAIN MINE
0900	00	JALK FEE
0900	00	KERR-MCGEE CHEM CORP
0900	00	KERR-MCGEE TRONA ARGUS FACIL
0900	00	KERR-MCGEE WESTEND FACIL
093Y	01	LAVA CAP MINE
091A	00	LEVIATHAN MINE
09PU	00	LEVIATHAN MINE
0989	01	LORENTZ BARREL & DRUM CO
09M6	01	MEW STUDY AREA
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
0926	06	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09BE	13	MOTOROLA, INC. (52ND STREET PLANT)
0915	00	MOUNTAIN VIEW MOBILE HOME ESTATES
09QM	00	NE CHURCHROCK QUIVIRA MINES
09K7	00	NEW IDRIA MERCURY MINE
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09J6	01	PACIFIC COAST PIPELINES
091S	01	PEARL HARBOR NAVAL COMPLEX
0919	06	PHOENIX-GOODYEAR AIRPORT AREA

SSID	OU	SITE NAME
0959	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
096S	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09RA	04	SAN FERNANDO VALLEY (AREA 2, LIBRASCOPE)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
0942	00	SOUTH BAY ASBESTOS
0942	01	SOUTH BAY ASBESTOS
0964	01	SOUTH BAY BASIN
091C	00	TUCSON SOURCES
096Y	01	TUCSON WEST CAP
09R3	00	UNITED HECKATHORN CO
09K5	01	VALLEY WOOD PRESERVING INC.
09RH	00	WAIANAE PERC AND PCBS SITE
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)

#### **Task 4: Administrative Records (ARs) and Special Collections Management**

##### **4.1 Administrative Records**

No activity occurred in this reporting period.

##### **Future Activities**

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

##### **4.2 Work-Performed Compilations**

Four work-performed compilations were created or updated during July for the following sites:

OU	SSID	Site Name
03	0936	DEL AMO FACILITY
01	09M6	MEW STUDY AREA
03	0926	MONTROSE CHEMICAL CORP
01	09BE	MOTOROLA, INC. (52ND STREET PLANT)

##### **Future Activities**

Staff will continue to compile work-performed compilations as directed by the TOAM.

##### **4.3 Electronic Media and Microfilm Management**

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 27 collections

Electronic files attached to E-mails: 79 collections

The following ARs or special collections were sent to be microfilmed:

No activity occurred in this reporting period.

### Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

### Sites worked on under Task 4 for the month of July, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 4 major efforts generally consist of: Project management tasks in support of Administrative Records & production of work-performed compilations.

SSID	OU	SITE NAME
09DJ	00	AMCO CHEMICAL
<b>0936</b>	<b>03</b>	<b>DEL AMO FACILITY</b>
0988	00	INTEL CORP (SANTA CLARA 3)
09M6	00	MEW STUDY AREA
09M6	01	MEW STUDY AREA
0926	01	MONTROSE CHEMICAL CORP
<b>0926</b>	<b>03</b>	<b>MONTROSE CHEMICAL CORP</b>
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09TD	00	NAVAJO RADIOACTIVE STRUCTURES
09TJ	00	NUWAY DRY CLEANERS
09BC	00	OMEGA CHEMICAL CORP
<b>09BC</b>	<b>02</b>	<b>OMEGA CHEMICAL CORP</b>
09WC	00	TSMY CYLINDER SITE
091C	00	TUCSON SOURCES
09D1	00	WATKINS JOHNSON CO (STEWART DIVISION)

### Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on July 28.

The PM held a Managers/Supervisors meeting on July 15 .

The PM held a Scanning Department meeting on July 13.

The PM held a Cost Recovery Department meeting on July 13.

The RMS IV/Assistant Manager held meetings with special projects staff on July 7 & 8.

The RMS IV/Circulation Department Supervisor held a departmental meeting on July 22 & 29.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on July 19.

The PM purchased supplies and/or equipment during July as necessary.

### Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.



**Task 6: Training and Orientation**

No training requested in July.

**Future Activities**

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

**Task 7: Online Operations and Internet Support**

On July 8, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV/IS III coordinated with Bob Zucker to resolve an issue with Active Directory groups and users. The problem was successfully resolved July 13.

An RMS IV/IS III coordinated with Al Belbahri to resolve an issue with Patchlink and workstations in the Records Center. The problem was successfully resolved and the Patchlink server actively reports all current workstations July 26.

An RMS IV/IS III coordinated with John Snaauw to resolve an issue with server C018 downloading definition files from RTP server. We corrected the C018 parent server setting July 18.

Staff posted indices, introductions, and lists of acronyms on the Internet for the following ARs:

- Intel Corp (Santa Clara III), Remedial AR
- Intel Corp (Santa Clara III), Suppl #1 Remedial AR
- Mariano Lake AUM Site, Removal AR
- San Fernando Valley (AREA 2), Drilube-Wilson Site Removal AR
- Del Amo, Soil & NAPL OU Remedial AR
- Cove Navajo Radioactive Structure Site, Ceiling Increase #2 Removal AR

**Future Activities**

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

**Task 8: Attend Meetings and Teleconferences**

The PM, RMS IV/Assistant Manager, and RMS IV/Head Indexer attended a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting on July 15.

Sixteen staff members attended the Hines Plaza Annual Life Safety Training on July 21.

A Librarian IV attended the American Library Association conference on June 28. The Librarian IV provided a summary report of the conference to the TOAM on July 20.

### **Future Activities**

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in September.

### **Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS**

No activity occurred in this reporting period.

### **II. DIFFICULTIES ENCOUNTERED**

No difficulties were encountered this reporting period.

### **III. PERSONNEL ACTION**

No personnel action was taken in this reporting period.

### **IV. SUMMARY OF TECHNICAL DIRECTION**

Staff received technical direction for 27 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 11 requests for information or support via other means.

## V. STATISTICS

### New File Footage

New Files Received	Footage	Year to Date
2,964	66 lft.	340.5 lft.

### Inventories

Records Surveyed	Year to Date
21.3 lft.	236.3 lft.

### Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0 lft.	0 lft.	0 lft.	1,083.8 lft.

### Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
49	2	5	0	8	0	1	9	74

## **VI. MAJOR PROJECT NARRATIVE DESCRIPTIONS**

Below are descriptions of major projects for which we expended 80 person-hours or more during the month.

### **SSID 09HB, OU 00, DENOVA ENVIRONMENTAL INC.**

One Librarian IV/Records Librarian performed indexing (301 documents, 1.33 linear feet) and three RMS II/Scanning Specialists performed scanning (3,759 pages) in order to complete work request #90213-1710 submitted by E. Chan. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 99 hours were expended on this effort during the month.

### **SSID 094R, OU 01, FRONTIER FERTILIZER**

One Librarian IV/Records Librarian performed indexing (275 documents, 1.37 linear feet) and two RMS II/Scanning Specialists performed scanning (3,263 pages) for documents submitted by B. Arthur. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 100.3 hours were expended on this effort during the month.

### **SSID 09BZ, OU 00, MCFARLAND STUDY AREA**

One Librarian IV/Records Librarian performed indexing (280 documents, .92 linear feet) and two RMS II/Scanning Specialists performed scanning (2,420 pages) in order to reduce the backlog of indexing for this site. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 117.4 hours were expended on this effort during the month.

### **SSID 0959, OU 00, SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)**

Three RMS II/Scanning Specialists performed scanning (37,594 pages) in order to retire older docs to the FRC. A total of 151.7 hours were expended on this effort during the month.

### **SSID 09C1, OU 01, WASTE DISPOSAL, INC.**

One Librarian IV/Records Librarian performed indexing (161 documents, .6 linear feet) and two RMS II/Scanning Specialists performed scanning (5,410 pages) in order to process documents submitted by R. Mechum. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 113.1 hours were expended on this effort during the month.